

# Security

Experience and Competence  
against Theft and  
Unauthorised Access

# Service

# Environmental Management

Waste Disposal and  
Cleaning Services for a  
Well-Rounded Trade Fair Appearance



Messe  
Düsseldorf



### The best protection – your vigilance

We would like you to be kept busy by business, not by thieves. Therefore we would like to guarantee your success and protect you from loss as best as we can.

The best protection is your vigilance. We would like to heighten your sense of alertness.

### We provide lots of security:

- Passes, night work passes, film and photo permits prevent unauthorised persons from entering the premises and halls outside the opening times.
- Experienced security guards secure the exhibition premises day and night.
- The police trade fair alarm is activated for the duration of the trade fair.
- Limited hall opening hours, after-hours entrances optimise security quality.

Unfortunately, total protection is not possible. Even we cannot offer such a thing. A good insurance will assuage any damages.

- Therefore, please insure all exhibits, not only for the duration of the trade fair, but also during transportation. Insurance companies will also provide advice on insuring your personal effects and stand equipment.

When planning your stand, please consider the following security aspects:

- Clearly arranged design with lockable and canopied cabins.
- Technical security devices, e.g. motion sensors, video surveillance.
- Lockable stand cloakroom with cloakroom tokens, technical aids or security staff.

### Critical phases:

#### Set-up time – stand construction under time pressure

- Secure your stand equipment, furniture, high-quality electronic devices (e.g. PCs, monitors, lamps) as well as especially small and portable exhibits.
- Look after your tools and work materials.

Tip: The last construction nights once stands are completed are especially attractive for thieves. Use your own staff for securing them or book security staff and technical anti-theft devices via our security service partners!

### During the event – stand is busy

- Watch out for strangers.
- Secure your personal belongings and use a lockable cloakroom at the stand.
- You are only allowed to take photographs and film at the exhibition centre and in the halls in accordance with the relevant statutory provisions (GDPR, general right to personality etc.) and the specifications of the technical Guidelines of Messe Düsseldorf.
- During the night have your stand monitored by our security service or secured by technical anti-theft devices.

Tip: The closure of the halls overnight serves to protect our premises rather than your property! Therefore, have your stand secured by physical staff and technical means through our security services.

### Dismantling – busy times on the exhibition grounds

- Man your stand until the end of the trade fair and wait for your stand construction provider to arrive.
- Protect your exhibits and inventory from theft immediately after closing of the trade fair.
- Immediately secure small items and portable exhibits.
- Have your forwarder's name confirmed.

### Summary

"Five Pieces of Advice"

1. In advance: Planning your stand
2. Set-up time: secure items
3. During the event: Secure coat check areas, lock down moveable objects, protect your stand after hours
4. Dismantling: secure small parts and valuables asap, commission a forwarder
5. For motorists: Never leave bags, suitcases, cameras etc. in your car in plain view.

### For Halls 1 – 7, CCD



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### For Halls 8a, 8b, 9 – 17



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### The guarding is to conform with the following service instructions:

The security guard must ensure that no unauthorized persons enter the exhibition stand and must prevent thefts and damages. Exhibitors must attach a written list of valuable items (e.g. laptops, mobile telephones, PCs, monitors, DVD equipment, beamers, etc.) to the stand records to be provided to the security guards.



### General Information

The disposal concept of Messe Düsseldorf is based on 3 principles: Avoidance, Minimization and Re-use

Since it is not always possible to avoid waste we offer exhibitors an infrastructure which ensures optimal usage and disposal. Together with our service partners we offer the means of achieving the best possible re-usage and disposal of waste materials.

### Ordering waste containers

Waste incurred can be registered in the Online Order System – OOS. The costs of the disposal operations will be charged to exhibitors.

We will supply a waste bin for your stand area during the setup and dismantling periods upon request. Upon emptying of the container exhibitors will receive a so-called "disposal note" with quantities of materials and the disposal costs entered on it. This should be checked and the details confirmed through signature.

Exhibitors will further be asked directly by trade fair personnel during the setting-up and dismantling periods about the removal of waste materials from the stand area. Exhibitors will also receive a disposal note here (which they should check and sign). These disposal notes form the basis for calculations.

If you should not be present at your stand area, any litter left behind will be disposed of at your expense.

### Food and Drink waste

For your catering waste on the stand area, you will be given different coloured waste bags (GREEN = glass; YELLOW = plastics; BLUE = paper; GREY = other waste) to your stand.

These bags, filled according to type, will be collected after the end of the fair.

Recyclable materials and waste from commercial kitchen facilities and comparable catering must be disposed of by the service providers and service partners on their own responsibility and at their own expense or ordered as a service in the category "Cleaning and Disposal" → Waste Disposal in the Online Order System – OOS.

### Production waste

Waste must be registered via the Online Order System – OOS. Corresponding containers for waste collection will be supplied upon request and positioned outside the exhibition hall. Depending on the event, so-called collection points with large containers can be deposited here. In this case please separate carefully before depositing in the containers. Filling of the containers must be organized independently. Any technical aids required can also be ordered from our freight forwarders in the OOS. Upon emptying of the container exhibitors will be given a disposal note with details of materials and quantities and disposal costs. These must be checked and agreed through signature.

### Special waste

A number of collection points for special waste – paints, batteries, emulsions, fats and used oil – have been set up on site. Small quantities may be disposed of without charge at these points.

Cooling media and other special waste (volume > 10 litres) must be registered via the Online Order System.

### Collection point for recycling materials

A total of 15 collection points will be set up on site for glass, paper, metals and plastics. The materials must be sorted before disposal.

### Visitors wastes

Visitors to the trade fair can also dispose of their waste separately according to the material (glass, metal, paper or plastics).

Containers of different colours will be provided in the aisles of the halls.

We hope that the disposal options provided will enable the fair to be an environmentally-friendly one.

### Questions to this subject

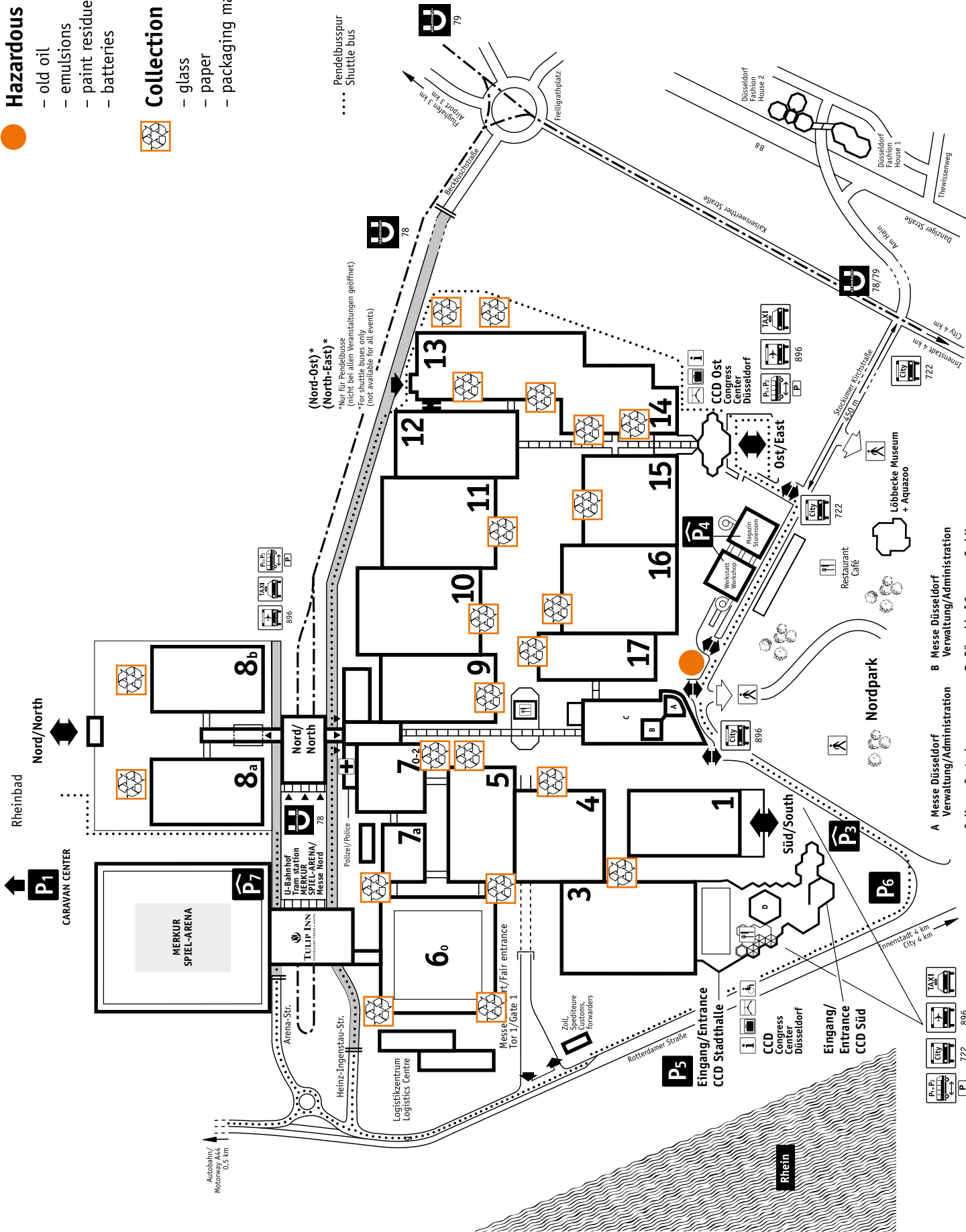
Environment / Security  
Information Site Service  
Messe Düsseldorf  
Tel.: +49 211 4560-497

## Hazardous waste depot

- old oil
- emulsions
- paint residues
- batteries

## Collection stations

- glass
- paper
- packaging materials



**(Nord-Ost) \*  
(North-East) \***  
\*Nur für Pendelbusse  
(nicht bei allen Veranstaltungen geöffnet)  
\*for shuttle buses only  
(not available for all events)

Pendelbusspur  
..... Shuttle bus

- A Messe Düsseldorf  
Verwaltung/Administration
- B Messe Düsseldorf  
Verwaltung/Administration
- C Messe-Center/  
Trade Fair Centre
- D Düsseldorf Congress GmbH  
Verwaltung/Administration

